

**VICTIMS OF CRIME ACT (VOCA)
APPLICATION SUBMISSION CHECKLIST**

Please check the following items to indicate that your application contains each of the items described below.

- ☐ **One** complete Request for Proposals Application, including original signature on RFP Cover Page (Page __ of RFP) and the RFP
- ☐ **One** complete blank copy of this RFP
- ☐ **Five copies** of the RFP Cover Page (page 1 of RFP), **EACH** with original signatures (attach one each to each of the following 5 copies)

Original plus five (5) copies of the following:

- ☐ Cover page (page 1 of RFP)
- ☐ Addenda if any were issued
- ☐ Application Submission checklist
- ☐ Proposal Questionnaire and Evaluation (Attachment C)
- ☐ Activities/Outcome Plan (Attachment A)
- ☐ Budget (Attachment B)
- ☐ Assurances (Attachment D)

Other Required Attachments:

- ☐ Fiscal Officer Statement
- ☐ Organizational chart
- ☐ Letter(s) of support
- ☐ Grant Funded Job descriptions
- ☐ Agency's Non-Discrimination in Employment Policy
- ☐ Agency's Confidentiality Policy
- ☐ Assurance Statement - Income not a factor in determining eligibility
- ☐ Assurance Statement - no fees for services charged
- ☐ Copy of the most recent program evaluation (applicants who received VOCA funds in last 5 years)

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APPLICATION SUBMISSION CHECKLIST
(CONTINUED)**

- ☐ Statement of Smoke-Free Environment Policy
- ☐ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ☐ Request for Taxpayer Identification Number(s) and Certification

Private Non-Profit Organizations ONLY:

- ☐ Certificate of Incorporation or Certificate of Authority from the State Corporation Commission
- ☐ IRS form certifying exemption from federal income tax payment under 501(c)(3)
- ☐ 2005-2006 fiscal year operating budget; including a listing of the sources of funding.
- ☐ Statement of actual costs for 2005-2006; including a listing of the sources of funding.
- ☐ List of the current members of the Board of Directors